

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your inquiry regarding your insurance claim submitted on [Insert Claim Date]. We apologize for the delay in our response.

Please be assured that we are currently reviewing your claim and are making every effort to expedite the process. Our team is diligently working to gather the necessary information and documentation needed to provide you with a comprehensive update.

We appreciate your patience and understanding during this time. If you have any further questions, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued trust in [Insurance Company Name].

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]